



The California Department of Fish & Game

Invites you to take the

Departmental Promotional Examination

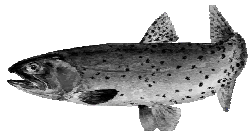
for

FISH AND GAME ASSISTANT CHIEF



FINAL FILING DATE—October 20, 2006

(Application must be postmarked by this date)



Department of Fish and Game employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.

POSITION INFORMATION

Duties:

The Fish and Game Assistant Chief, under general direction, supervises an assigned staff; provides high level assistance on extremely sensitive wildlife protection matters; enforces laws, rules, and regulations; ensures that the wildlife protection mission is accomplished; promotes uniform application of policies, laws, and regulations; reviews recommendations for legislative bills; reviews reports and correspondence for impact on the wildlife protection function; acts as liaison with other agencies and organizations on wildlife matters; has full responsibility over major statewide programs which have strong legislative or political interest, major law enforcement concerns, major public concern and awareness, extensive media coverage and multi-agency involvement; develops policy; assists in law and regulation changes; assists in budget preparation and assesses budget requests; keeps management informed of extremely significant law enforcement issues and problems; represents the Division Chief or Regional Manager in their absence.

Salary Range:

\$5188 - \$6237

HOW TO APPLY FOR THIS EXAMINATION

Where to Mail:

The State Examination Application (Form 678) must be POSTMARKED by the U.S. Postal Service no later than the final filing date. **Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted.** Applications may be filed in person or by mail at:

Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217B
Sacramento, CA 95814

How to Get an Application:

Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at http://www.spb.ca.gov/employment/employment_forms_brochures.htm.

Accommodations for Persons with Disabilities: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Minimum Qualifications for Admittance: *Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II, or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.*

Education: Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment. **AND**

Equivalent to completion of two years (60 semester units) of college with 18 semester units in the biological sciences, police science or law enforcement, natural resource conservation, ecology, or related fields. (Students who have 30 semester units of college, and have 18 semester units completed in the required or related fields, will be admitted to the examination, but must produce evidence of completion of 60 semester units before they can be considered eligible for appointment.) **AND**

Possession of a POST basic peace officer academy certificate. **AND**

EITHER: Two years of experience in California State service performing the duties of a peace officer class at a level of responsibility equivalent to that obtained in the class of Fish and Game Captain.

OR II: Four years of experience in the California State service performing the duties of a peace officer class at a level or responsibility equivalent to that obtained in the class of Fish and Game Lieutenant (Specialist) or Fish and Game Lieutenant (Supervisor).

Additional Desirable Qualification: Ability to use word processing software on personal computers; ability to make minor vehicle repairs when service is not available; and ability to safely operate fish and game vessels.

Special Personal Characteristics: Willingness to work unusual hours and on Saturdays, Sundays, and holidays; willingness to live and work throughout the State; satisfactory record as a law-abiding citizen; neat personal appearance; tact; reliability; keenness of observation; and interest in and aptitude for fish and wildlife conservation and law enforcement work.

Make Sure you Also Meet These Conditions: All applicants must meet the education and/or experience requirements for this examination and have a civil service appointment with the Department of Fish and Game as of October 20, 2006, to take this examination.

Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.

EXAMINATION INFORMATION

Type of Examination: This examination consists of a **promotional readiness interview weighted 100.00%**. To obtain a position on the eligible list, you must attain a minimum rating of 70.00%. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Interview Dates:	It is anticipated that the interviews will be held during November/December 2006.
Examination Locations:	Written tests and oral interviews are ordinarily scheduled in Sacramento, Los Alamitos, Napa, Redding, and Fresno. However, interview locations may be limited or extended as the number of candidates and conditions warrant.
Scope of Examination: (STUDY THIS to prepare for examination.)	<p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Investigation techniques and procedures. 2. Rules of evidence and court procedures, laws of arrest, search and seizure, and legal rights of citizens, service of legal process. 3. State and applicable Federal laws. 4. Current court decisions. 5. Provisions of the Fish and Game Code and other laws, rules, regulations, and policies relating to the conservation and protection of fish, wildlife, and their habitat in California. 6. Basic supervision. 7. The Department's Equal Opportunity Program objectives. 8. A supervisor's role in the Equal Opportunity Program and the processes available to meet equal opportunity objectives. 9. Principles and techniques of personnel management. 10. Program planning. 11. Department policy. 12. The Department's funding and budget process. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Gather and analyze facts, reason logically, draw valid conclusions, and make appropriate recommendations. 2. Communicate effectively and write clearly and concisely. 3. Establish and maintain effective working relationships with those contacted in the work. 4. Learn rules and regulations, interpret, apply, and enforce fish and game laws. 5. Analyze situations accurately, think and act quickly in emergencies, and take effective action. 6. Assist in the interpretation and application of biological information and laws and regulations to specific situations. 7. Supervise and direct work, and evaluate employee performance. 8. Conduct and coordinate internal affairs investigations. 9. Effectively contribute to the Department's equal opportunity objectives. 10. Plan, conduct, and evaluate training programs. 11. Implement programs to protect fish and wildlife resources. 12. Assist in budget preparation. 13. Evaluate programs and develop policy. 14. Promote uniform application of policies, laws, and regulations. 15. Organize and manage statewide programs. 16. Represent the Division Chief or Regional Manager at anytime.
Veterans Preference:	Veteran's preference credit is not granted in promotional examinations.
Length of List Eligibility:	A departmental promotional eligible list will be established for the Department of Fish and Game. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

QUESTIONS?

If you have any questions concerning the Fish and Game Assistant Chief examination or the testing process, please contact Terri Trim, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120. You may also visit our website at www.dfg.ca.gov.

ADDITIONAL GENERAL INFORMATION

IMPORTANT — What to do if you haven't received any notifications:

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

Remember, Examinations are Competitive

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to an established rating criteria. All candidates who pass are ranked according to their scores.

How Qualifications are Rated:

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Additional List Information:

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

Miscellaneous Information:

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired
From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922



THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, DISABILITY, OR MEDICAL CONDITION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.